State of Tennessee Department of Children's Services
New/Revised Policies and Updates

TO: All Department of Children's Services Employees

FROM: Mary Hubbert, Policy Development Coordinator
           Planning and Policy Development

DATE: March 28 , 2008

Below is a listing of new/revised policies and policy related updates. As policies and procedures and/or forms and other documents are revised, please ensure they are reviewed with applicable COA documentation to ensure accuracy of information. Some policy numbers or titles may have changed depending on integration within other policies, deletion of policies, etc. Applicable COA, ACA and other applicable standards will be listed in the "Standards" section of the policy indicating the policy has been revised to comply with Standards as applicable.

New and revised policies should also be reviewed as required by DCS Policy *1.3, Communication, Information Sharing and Work Site Meetings, Section C.*

If there are questions or if other information needed, please contact the Policy Development staff in the Policy, Planning and Performance Management Division.

Please note: Policies and forms are linked on this list for ease of access. If links do not work properly, please go to the policies or forms web pages to access documents.

These policies have been revised to update into new document format; update employee titles (i.e., from "Assistant Commissioner" to Executive Director", etc. and other DCS titles as necessary); obtain the current commissioner's signature (i.e., we have several policies with former Commissioner's approval signatures, etc.); update applicable TCA Codes; DCS best practice, COA, ACA standards and forms, and add purpose statement. No practice procedures have been revised unless to correct the above.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
1.	**7.3**	**Personal Responsibility for Computer Resources**	**7**	**03/01/08**	***CS-0062, Code of Ethics For Information Systems Management***
Policy updated as stated above.					
2.	**7.4**	**Mobile Device Issuance**	**7**	**03/01/08**	None
Policy updated as stated above.					

*Major Policy Review: Policy revisions are substantial; (i.e., revisions are in multiple sections of the policy that may impact current practice or process)

**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).

***If forms are copied and stocked for use, always check the "Forms" Webpage for the most current version and discard all previous versions. DCS forms may not be altered without prior approval.

	Policy No.	Policy/Other Document	Policy Chapter	Effective/ Revision Date	***Forms Associated with Policies and Procedures
3.	7.7	**Network Storage of Electronic Information**	7	03/01/08	None

*Policy updated as stated above.

4.	7.14	**Electronic Mail Disposition**	7	03/01/08	**None**

*Policy updated as stated above.

5.	7.15	**Computer Network and Cabling Services**	7	03/01/08	**None**

*Policy updated as stated above.

6.	7.18	**Publications Management**	7	03/01/08	***GS-0539, Request for Publication Authorization*** *(not on DCS Intranet)*

*Policy updated as stated above.

7.	9.2	**Youth Case Files in DCS Group Homes**	9	03/01/08	**None**

*Policy updated as stated above.

8.	9.8	**Transfer of Juvenile Justice Youth Case Files**	9	03/01/08	***CS-0060, Facility Face Sheet*** ***CS-0187, Checklist for Records Transfer***

*Policy updated as stated above.

9.	9.10	**Closed Youth Case File Disposition**	9	03/01/08	***GS-0989, Department of General Services Certificate of Records Destruction***

*Policy updated as stated above.

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**Minor Policy Review: Policy revisions are minor; (i.e., revisions consist of minor editing or "word-smithing" and does not impact current practice or process).
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